

ST. CLAIR COLLEGE RESIDENCE

Resident Advisor Application & Information Package, 2019-2020

Being an RA is a life changing experience. The skills and experiences gained from this position prepare student leaders for the careers in almost every field. And, if nothing more, the people you meet while building a community in residence are friends that will last a lifetime!

We respect, appreciate, and encourage diversity. All qualified candidates are encouraged to apply.

RESIDENT ADVISOR JOB DESCRIPTION

The Resident Advisor (RA) is a hired student leader who is expected to act as a role model, mentor, resource, and support to students living residence. The primary objective of the RA as part of the Residence Life Department is to foster a community environment that eases the student transition into college/university, and supports the personal and academic success of residence students. The RA will live in an assigned residence room and be responsible for facilitating social and educational programs while creating a safe, respectful environment through the enforcement of the Residence Community Living Standards.

APPLICATION PROCESS

January 28 th -February 15 th	Residence Life Staff Applications available
3:00pm January 25 th , 2019 3:00pm February 4 th , 2019 7:00pm February 7 th , 2019	Applicant Information Sessions Location: Board Room *All applicants are encouraged to attend one of these sessions as they are designed to set you up for success in our process and provide you with more background information on positions.
February 15 th , 2019	Application Deadline *All applications are to be submitted by 5:00pm via (a) online application form at https://form.jotform.com/90135715872257 Please address all applications to the Residence Life Coordinator Alyxis Watson, or (b) the job application package.
February 18 th , 2019	Emails Sent out Applicants An email will be sent out letting you know the time and location for the upcoming group interview.
February 24 th , 2019	Group Interview and Applicant Assessment Process Location: TBD *This is often called a 'carousel' interview process, where you and a small group of applicants will work together and participate in a series of activities. You will be observed by current residence staff as you engage in problem solving, team building, event planning, and communication exercises. This will be about 2.5-3 hours in length. There will be one section of the carousel where interview will also be conducted.
March 4 th , 2019	Offer Letters Sent to Successful Applicants
March 11 th , 2019	Position Acceptances Due
March 26 th , 2019	New Staff 'Meet and Greet'
March 31 st , 2019	New Staff Orientation
Mid-August 2019	Residence Life Staff Training

APPLICATION CHECKLIST: (1) Completed Application Form; (2) Current Resume, (3) Cover Letter

KEY CONTACTS: For any questions related to this job opportunity please contact Alyxis Watson at 519-562-9351 or mwatson@stclairresidence.ca

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JOB SUMMARY

NATURE AND SCOPE: The Resident Advisor (RA) is an upper-year student who is expected to act as a leader, role model, mentor, resource and support to students living residence. The primary objective of the RA and the Residence Life Department is to foster a community environment that eases the student transition into college/university and supports the personal and academic success of their students. The RA will live in an assigned residence room and be responsible for facilitating social and educational programs and creating a safe, respectful environment through the enforcement of the Residence Community Living Standards.

CONTRACT PERIOD: From August 12th until 48 hours after the last scheduled exam in the Winter Semester (approx. April 30, 2020). **Note:** The RA is expected to move in to residence early each semester to participate in training and assist with building preparation and orientation programming. The RA will also remain on campus after exams to assist with residence move-out processes.

REMUNERATION: RAs are compensated at a rate \$14.00 per hour. All RAs will be paid for the full duration of the Residence Life Staff training program. During the academic year, 'Full-time' RAs will be scheduled for approximately 14 hours per week and 'Part-time' RAs will be scheduled for approximately 7 hours per week. **Note:** All RAs will be expected to follow all residence application and admission procedures, including paying all residence fees prior to moving into residence.

ORGANIZATIONAL STATUS: RAs will report directly to the Residence Life Coordinator (or designate) who will provide training, support and assistance in the execution of the RA's responsibilities. Resident Advisors work in co-operation with other staff including but not limited to: the Residence Life Manager (RLM), the General Manager (GM), the Residence Services Manager (RSM), Residence Services Supervisor (RSS), Residence Services Representatives (RSR), other residence and college staff, student leadership groups and community partners.

ACADEMICS AND TIME COMMITMENT: All RAs are students first and are therefore expected to model positive academic habits and maintain a strong GPA (65%) throughout the duration of their employment. RAs are expected to give the responsibilities of the position priority over all other activities except those which pertain to his/her academic success.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Must be enrolled as a full-time student for the contract term
- A minimum academic achievement of C+ (65%) prior to and during contract term
- A passion for leadership; Excellent communication skills; Positive attitude; Team player
- Demonstrated positive contribution to the residence community (and a clean student conduct record)
- Prior to the commencement of the term of the contract, each RA candidate must complete the following:
 - Independent completion of 'Standard First Aid' & CPR Level "C" (Must be valid for the duration of the contract term)
 - Valid Criminal Record Check (will be conducted by Residence Management)
 - Residence Life Staff Property Training Program
- Any other Institutional requirements deemed necessary.